



Special Event Sidewalk Use Permit

Issued by the City of Springfield, MO

Walk MS Springfield

Approved event scheduled for:

Date: April 2, 2022
Time: 8:00 a.m. – 12:00 p.m.
Location: Immaculate Conception Church
3555 S Fremont Avenue

Est. Attendance: 300

Approved by

Sharon Spain

Special Event Permit Coordinator

Date Approved: 3/31/2022

CONDITIONS:

- Walkers must remain on the sidewalks and obey traffic laws.
- Bicycles may use the streets and obey traffic laws.
- No walkers or runners in the street for the bicycle route.
- No officers are required for traffic safety and participants must obey all traffic/pedestrian safety laws.
- A non-profit solicitation license must be obtained prior to the event date.
- An Emergency Action Plan (EAP) must be created and communicated to all staff members working at the event. This EAP must cover situations such as, but not limited to, inclement weather and violent acts occurring during the event. (Questions regarding this requirement shall be directed to Division Chief Jeffrey Prior, Bureau of Fire Prevention, at 417-874-2340 or by email at jprior@springfieldmo.gov)

Spain, Sharon

From: noreply@civicplus.com
Sent: Friday, January 14, 2022 1:21 PM
To: Spain, Sharon
Subject: Online Form Submittal: Special Event Permit Application

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Special Event Permit Application

City of Springfield Special Event Permit Application

All proposed events on private property that require a Special Event and/or Amplified Sound Permit must have an approved risk mitigation plan in place to reduce the threat of potential spread of the coronavirus.

The mitigation plans shall at minimum include, but not be limited to, the following guidelines:

Describe the measures that will be put into place to ensure CDC guidelines for physical distancing of people at 6 feet apart.	We will have signs about distancing
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Describe the measures that will be put into place to ensure CDC guidelines for cleaning and sanitizing any public spaces.	we will have and sanitizer through out the event site
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Do you agree to provide a complete list of all people working, volunteering and to the largest extent possible, attending the event to include name, phone number, and county of residence within 24 hours of the event's conclusion?	Yes
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Organization Name	National Multiple Sclerosis Society
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Street Address	2020 West 89th Street
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City	Leawood
State	KS
Zip	68136
Contact Name	James Withers
E-mail Address	james.withers@nmss.org
Home or Desk Phone	402-390-6292
Cell Phone	402-598-3099
Fax	<i>Field not completed.</i>
Additional Contact Person?	No
E-mail Address	<i>Field not completed.</i>
Home or Desk Phone	<i>Field not completed.</i>
Cell Phone	<i>Field not completed.</i>
Fax	<i>Field not completed.</i>
Promoter, if different from Organization, & Address	<i>Field not completed.</i>
E-mail Address	<i>Field not completed.</i>
Home or Desk Phone	<i>Field not completed.</i>
Cell Phone	<i>Field not completed.</i>
Fax	<i>Field not completed.</i>
Event Information	
Event Name	Walk MS Springfield
Event Description	Charity (501(c)3 documentation required)
Please upload 501(c)(3) documentation if required.	<u>IRS 501 3 C Tax Exempt Status Letter.pdf</u>
If you checked Other above, please describe.	<i>Field not completed.</i>
Event Date(s)	4/2/2022
Alternate Event Date(s)	None
Event Location	Street, Private Property (Please indicate address below)

Renting the Springfield Expo Center Lot (Please reserve 4-6 weeks in advance)
Use of the vacant lot at 735 E. Trafficway, requires a \$1,000 rental contract, certificate of insurance for a \$1 million general liability policy naming the City as an additional insured and the completion of a hold harmless agreement for any action arising out of your use of the property. If liquor is sold or served, please request a letter from the City Manager granting permission for such use on public property. Once that permission is granted, the City Licensing Department is notified and will proceed with the liquor catering/picnic license process. The state will issue that license. This entire process could take 5-10 business days. Liquor Liability (\$1 million policy) For events selling or serving alcohol, each liquor vendor is required to provide liquor liability insurance naming the City as an additional insured is required. A third party agreement may be required with your liquor vendor.

Name of Park and/or Street	S Fremont Ave, Primrose St, S National Ave, E Deerfield St, S Kickapoo Ave, and E Woodgate St
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Event Address & Zip	Immaculate Conception Church 3555 South Fremont Ave Springfield MO 65804
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Note: If this event will take place solely in a Springfield-Greene County Park, please call 417-864-1049 to reserve the park facilities.

Is this a charity event?	Yes
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Organization benefiting from proceeds	National Multiple Sclerosis Society
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% of proceeds being donated	100
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Is this a first-time event?	No
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If no, what was the last year the event was held?	2019
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Please list any variations from the last year the event was held.	No band this year and will only be serving bottled water.
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Event Operations

Event Set Up Starts:	4/1/2022 4:00 PM
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Event Set Up Complete By:	4/1/2022 7:00 PM
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Event Start:	4/2/2022 8:00 AM
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Event Close:	4/2/2022 12:00 PM
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Event Teardown Starts:	4/2/2022 12:00 PM
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Event Teardown Complete By:	4/2/2022 2:00 PM
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Estimated Attendance Per Day	300
Will this event be open to the public?	Yes
Will you be charging admission?	No
Will you be accepting donations?	Yes
Are you wanting to close a City street for your event?	No
Please indicate the street(s)/cross streets(s) you propose to close and what dates and times.	None
From:	<i>Field not completed.</i>
To:	<i>Field not completed.</i>
Upload Event Route	<i>Field not completed.</i>
Food will be	Neither
How will food be prepared?	<i>Field not completed.</i>
Please list the contact information for each temporary food vendor that plans to serve food at the event.	
Food Vendor 1:	<i>Field not completed.</i>
Contact name	<i>Field not completed.</i>
Mobile phone number	<i>Field not completed.</i>
E-mail address	<i>Field not completed.</i>
Will more than one food vendor be serving food at the event?	No
Will electricity be provided to the food vendors?	No
Will alcoholic beverages be available at your event?	No
Alcoholic beverages will be	<i>Field not completed.</i>
What type of alcoholic beverages?	<i>Field not completed.</i>

Please provide the address at which alcohol will be sold, given away and/or consumed. *Field not completed.*

Name of business or organization that will be responsible for obtaining any necessary liquor permits, such as catering or picnic permits from the state of Missouri. *Field not completed.*

Alcohol Will Be Served From: *Field not completed.*

To: *Field not completed.*

City of Springfield Noise Standards

(a) Maximum noise level. No operation or activity shall cause or create noise in excess of the sound levels prescribed below. (b) Sound level standards. The maximum permitted sound level shall be at a volume so as to not unreasonably and knowingly disturb or alarm another person or persons by loud noise. (c) Variations and exemptions. 1. The following uses and activities shall be exempt from the sound level standards: a. Noises not directly under the control of the property user; b. Noises emanating from construction and maintenance activities between 7:00 a.m. and 11:00 p.m.; c. The noises of safety signals, warning devices, emergency pressure relief valves and emergency electric generators; and d. Noises from moving sources such as automobiles and trucks on public right-of-way, railroad equipment on railroad right-of-way and railroad spurs on private property, and airplanes.

Will there be live entertainment, music or amplified sound at your event? No

If so, will stages be built? *Field not completed.*

How many? *Field not completed.*

Performances will start *Field not completed.*

and conclude *Field not completed.*

Will tents be erected for your event? Yes

If you checked Yes, [click here to view tent permits and guidelines and to fill out an application for a tent permit.](#)

Will additional electrical wiring be installed for the event? No

How will you get electricity to your event?	No electricity needed
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Will access to water be required for the event?	No
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Will restroom facilities be required for the event?	Yes
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Have you arranged for security at your event?	No
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If so, who will be providing security? Please provide Organization, Address and Phone.	Do not need to security
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Note: Applicant is responsible for security personnel for the duration of the event. The number of security officers or police officers will be determined by the Springfield Police Department based on the nature of the event. Please contact the Police Department at 864-1727 for questions or clarification.

Describe your plans for Emergency Medical Services.	Will have medical volunteers on site
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Describe your plans for event trash removal, as well as any organizations or persons directly involved with this aspect of the event.	Church has a dumpster in the back that we will use
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Describe your plans for food-vendor wastewater disposal, as well as any organizations or persons directly involved with this aspect of the event.	No food venders
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Note: Additional City Permits/Licenses/Insurance Certificates may be required. Applicant is responsible for obtaining all additional permits/licenses/insurance certificates required upon issuance of this use permit. Applicant must check and agree to abide by the following conditions to obtain this permit.

CLEAN UP	I agree
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INSURANCE	I agree
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Your event may qualify for insurance through the TULIP Program, which provides low cost general liability insurance to "third party" users of various	<u>Read more about TULIP and how to get a policy.</u>
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venues and facilities for events. It protects both the user and the facility against claims by guests who may be injured as a result of attending an event.

UPLOAD Certificate of Insurance	Springfield Ins 2020.pdf
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INDEMNITY	I agree
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CITY CODES/PERMITS	I agree
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CONDUCT/NUISANCES	I agree
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UPLOAD Event Site Map or Sketch here.	<i>Field not completed.</i>
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HOLD HARMLESS AGREEMENT	Download
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UPLOAD signed Hold Harmless Agreement (if required)	Hold-Harmless-Special-Events 2022.pdf
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Signature	By checking this box and typing my name below, I am electronically submitting my signature.
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First Name	James
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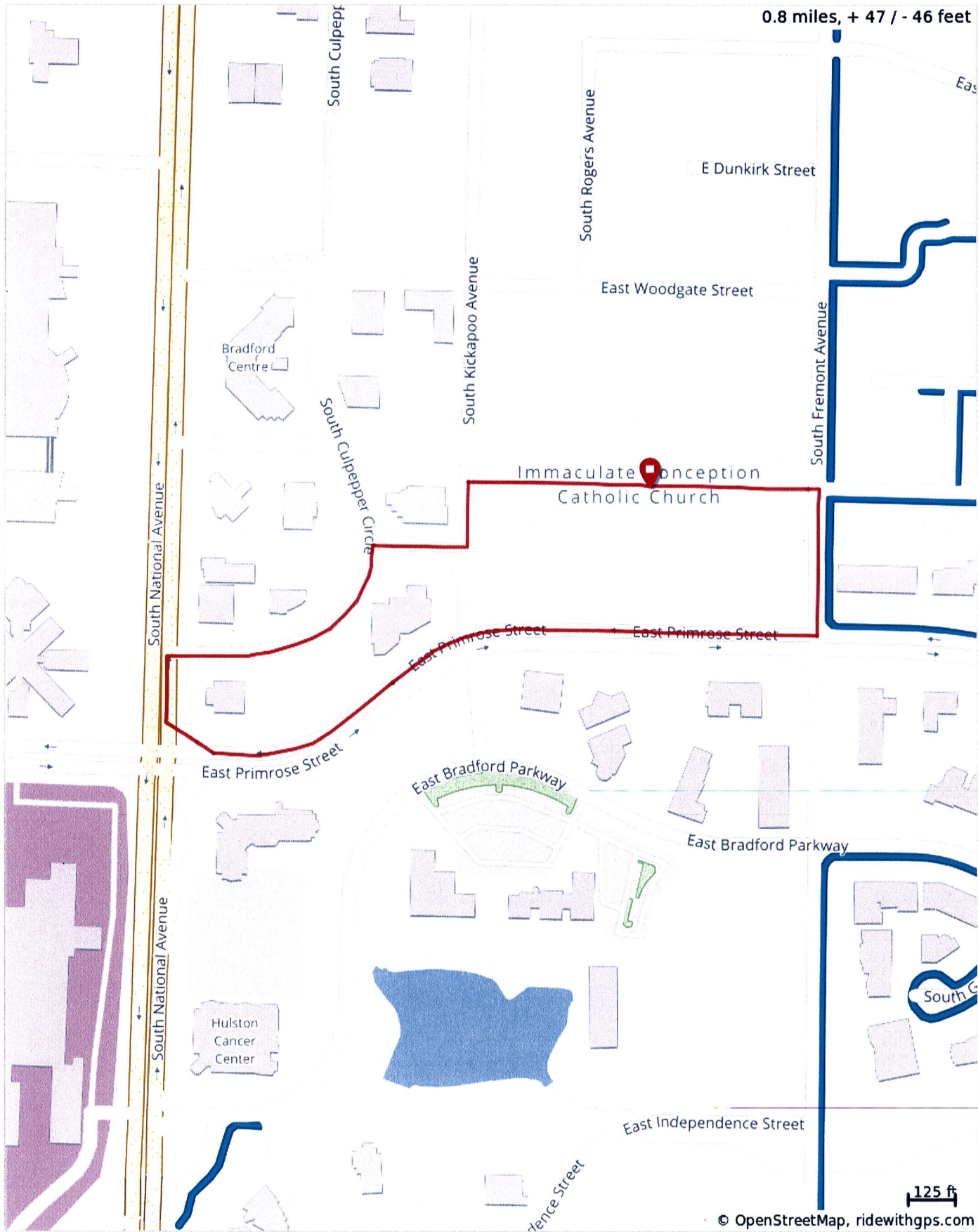
Middle Initial	
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Last Name	Withers
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If you have questions regarding an event or this application, please contact Sharon Spain, Special Event Permit Coordinator, in the Department of Public Information, at 417-864-1105 or sspain@springfieldmo.gov.

Email not displaying correctly? [View it in your browser.](#)

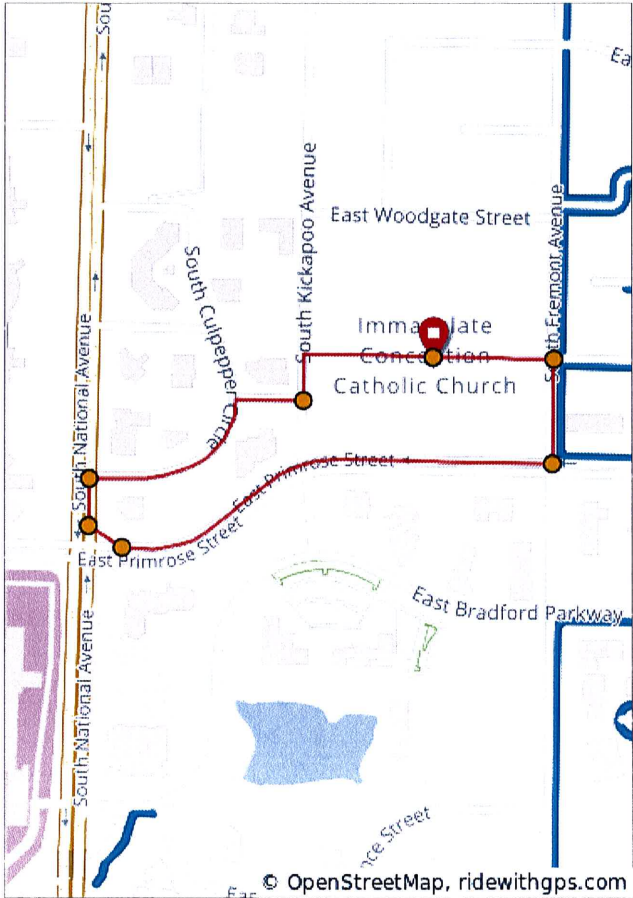
Walk MS Springfield MO .8 Mile Route



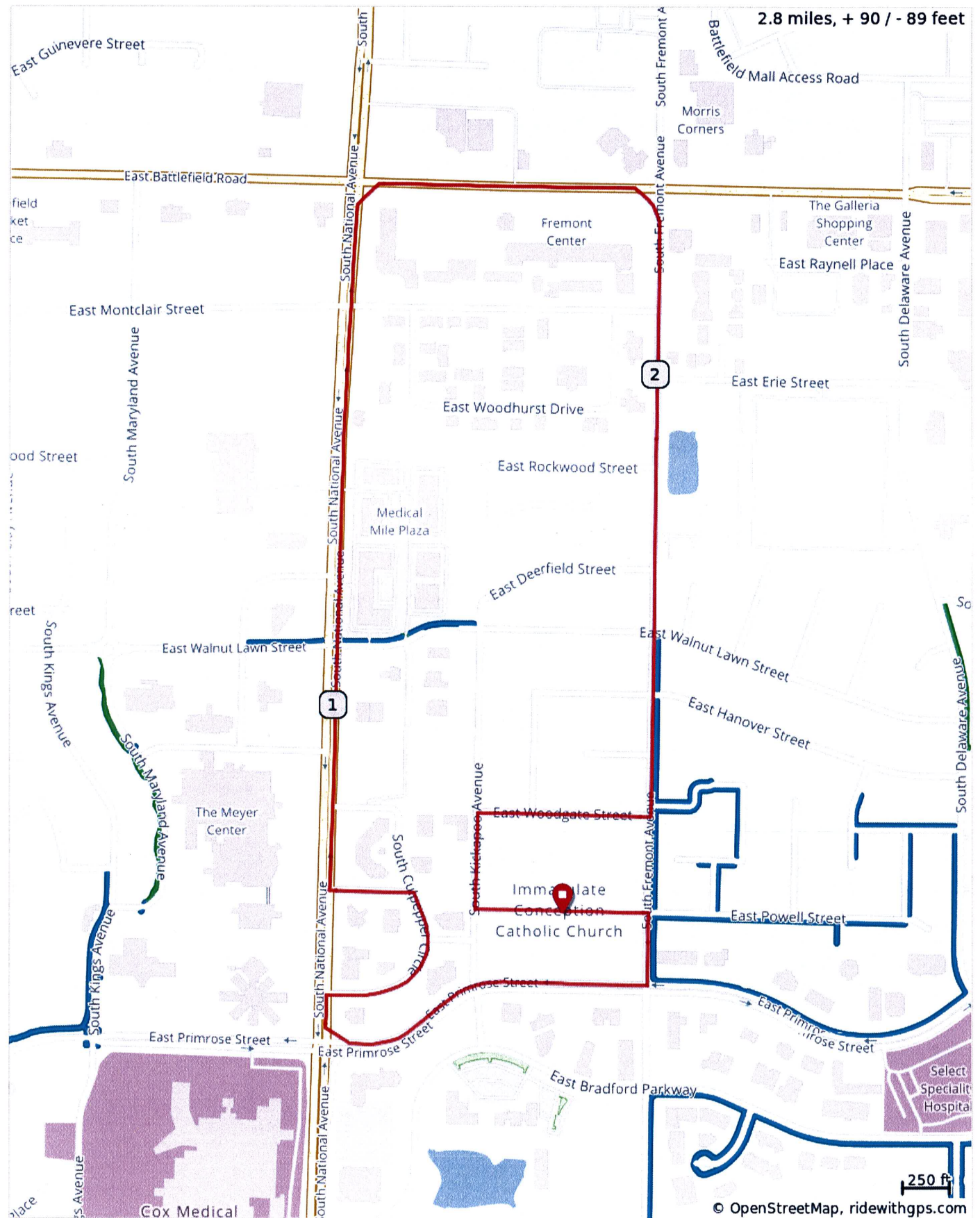
Walk MS Springfield MO .8 Mile Route

Dist	Type	Note
0.0	📍	Start of route
0.1	➡	R onto S Fremont Ave
0.2	➡	R onto E Primrose St
0.5	➡	Slight R
0.5	➡	R onto S National Ave
0.5	➡	R onto S Culpepper Cir
0.7	⬅	L onto S Kickapoo Ave
0.8	📍	End of route

0.8 miles. +46/-45 feet



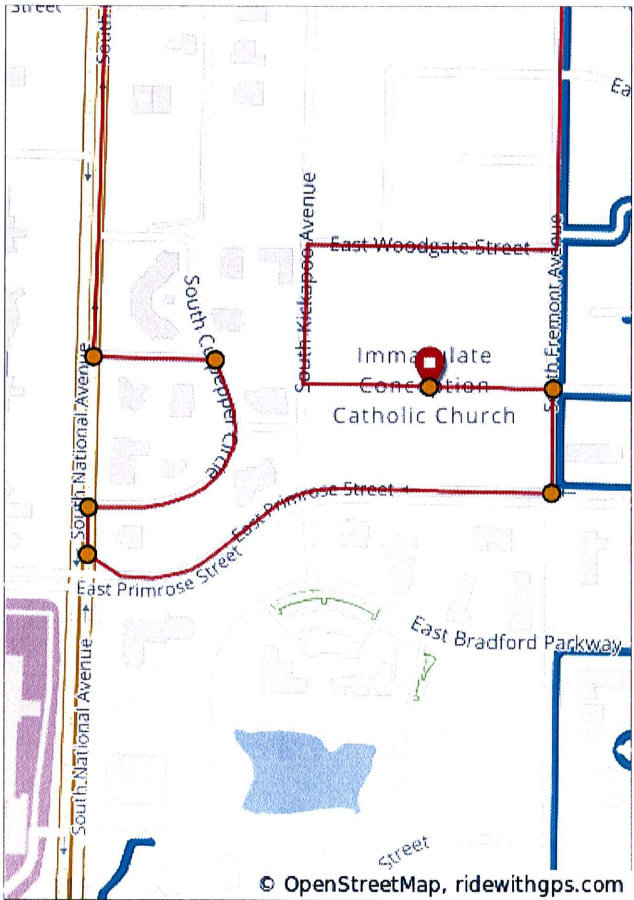
Walk MS Springfield MO 2.8 Mile Route



Walk MS Springfield MO 2.8 Mile Route

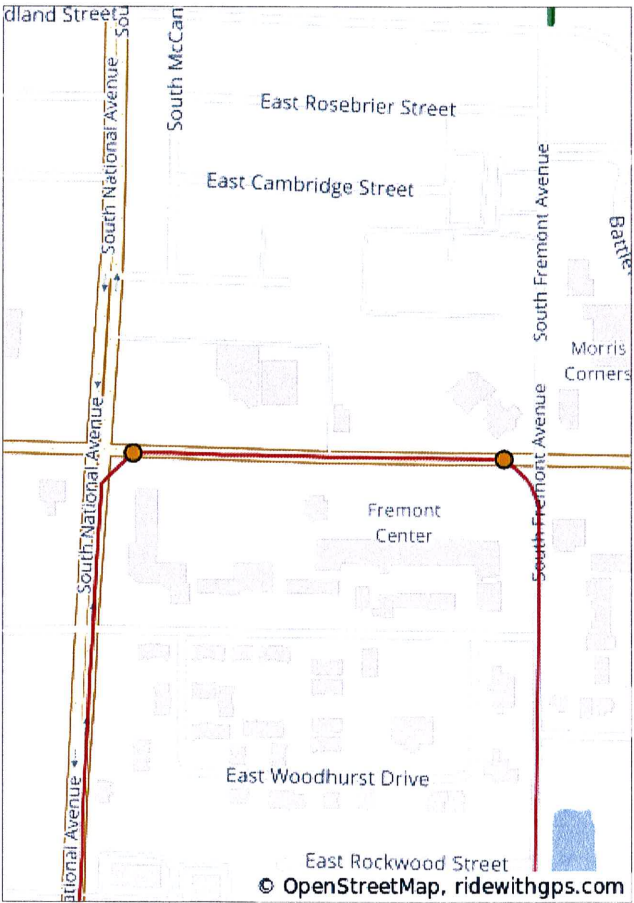
Dist	Type	Note
0.0	📍	Start of route
0.1	➡	R onto S Fremont Ave
0.2	➡	R onto E Primrose St
0.5	➡	R onto S National Ave
0.5	➡	R onto S Culpepper Cir
0.7	⬅	L onto E Brookhollow St
0.8	➡	R onto S National Ave

0.8 miles. +48/-46 feet



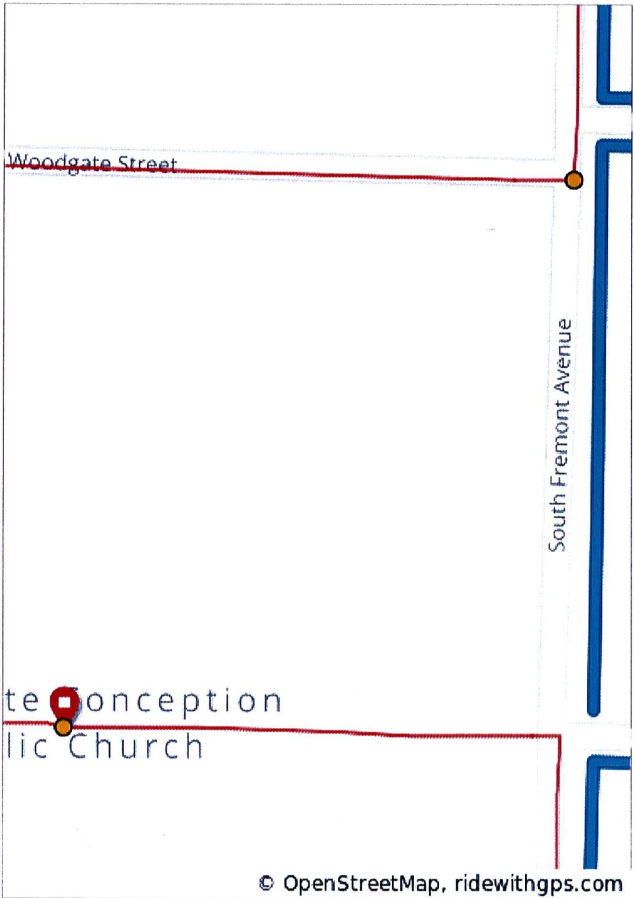
Dist	Type	Note
1.5	➡	R onto Battlefield Rd
1.8	➡	R onto S Fremont Ave

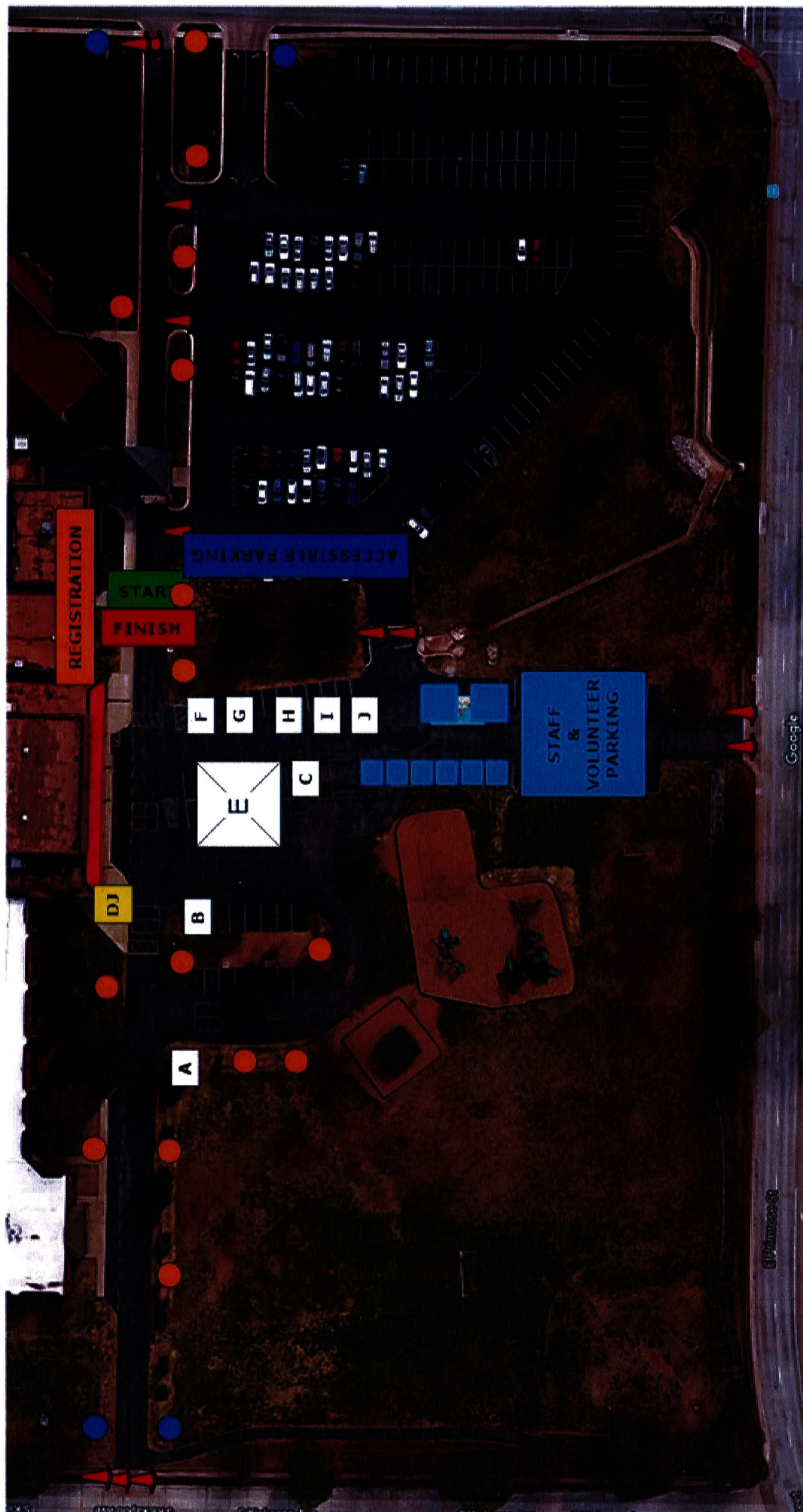
1.0 miles. +2/-1 feet



Dist	Type	Note
2.4	➔	R onto E Woodgate St
2.8	📍	End of route

1.0 miles. +11/-13 feet





- A: Cheering Tent
- B: Food Tent
- C: Mission Tent
- portable
- E: Tables & Chairs
- F: Biogen
- G: SRC
- H: Sanofi Genzyme
- I: Pet Tent
- Food Truck